

RETENTION: September 30, 1998

TO: HEADS OF GOVERNMENT DEPARTMENTS, AGENCIES, AND OTHERS CONCERNED

SUBJECT: RETENTION BULLETIN

1. PURPOSE

This bulletin provides a current list of Treasury Financial Manual (TFM) bulletins containing instructions or information that should be retained for fiscal year 1998. Additionally, a list of TFM chapter updates released during the fiscal year is included. A contact list for inquiries relating to the Treasury Financial Manual, Monthly Treasury Statement, and Treasury Bulletin is at Attachment 1. Attachment 2 is an address verification form to be used by agencies to either verify, change, or add addresses to the TFM distribution list. This form may be duplicated for future use.

2. TREASURY FINANCIAL MANUAL BULLETINS TO BE RETAINED

<u>No.</u>	<u>Description</u>
88-09	Core Financial Systems Requirements
90-03	Limited Payability
91-08	New Procedures Affecting Chargebacks and Transfers
93-04	Instructions Regarding Inserts Enclosed with Treasury Checks
94-05	Instructions Concerning Lost, Stolen, or Destroyed Savings Bonds
94-07	Responsibility for Payment of Lockbox Account Costs
94-09	Check Copy Retrieval Fee Increase and Record Storage Cost
95-02	SF 215, Deposit Ticket

95-07	Requirement to Make Federal Payments Via Electronic Funds Transfer (EFT), in Accordance With the Government Management Reform Act of 1994
95-10	Taxpayer Identification Number (TIN) Required on Vendor, Miscellaneous and Salary Payments
97-02	Percentage Rate
97-03	Discontinuance of SF 1166 OCR Vouchers for Issue of Payments
97-04	Year 2000 Conversion Date Format
97-05	Clarification of Procedures for Reporting Collections Credited to Appropriation or Fund Accounts in I TFM 2-3100 and 2-3200
97-06	Yearend Closing
97-07	Change in Maximum Amount for Which Certain Payment Instruments can be Issued by Treasury Regional Financial Centers (RFCs)

3. TREASURY FINANCIAL MANUAL CHAPTERS RELEASED DURING FY 97

567	I-2-4300 - Reporting Instructions for Accounts Invested in Department of the Treasury Securities (The only change made was to the CONTACTS page)	December 19, 1996
568	I-6-3100 - Certifying Payments Made from the Federal Government's Judgment Fund	December 30, 1996
C-97-01	Notice of Forms Replacement for Appendix 3 (pages 7 and 8) and Appendix 5 (Page 13) to Transmittal Letter 568 (I-6-3100)	January 21, 1997
569	I-2-3100 - Instructions for Disbursing Officers' Reports and I-2-3300 - Reports of Agencies for which the Treasury Disburses (FMS Form 224)	February 6, 1997
570	I-2-4600 - Treasury Reporting Instructions for Credit Reform Legislation	February 27, 1997
571	I-5-6000 - Disposition of Foreign Currency and Checks Drawn on Foreign Banks (The only change made was to the CONTACTS page)	March 7, 1997
572	I-2-4000 - Federal Agencies' Centralized Trial-Balance System (FACTS)	July 29, 1997

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|-----|---|-------------------|
| 573 | I-4-1100 - Delegations and Designations
of Authority for Disbursing Functions | August 18, 1997 |
| 574 | I-6-5000 - Administrative Accounting
Systems Requirements in Support of the Debt Col-
lection Improvement Act of 1996 | September 3, 1997 |

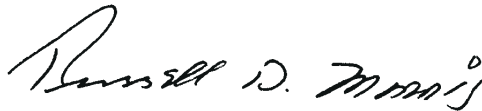
4. EFFECTIVE DATE

October 1, 1997.

5. INQUIRIES

Any questions concerning this bulletin should be directed to:

Directives Management Branch
Financial Management Service
Department of the Treasury
Room 5C16
3700 East-West Highway
Hyattsville, MD 20782
(Telephone: 202-874-9940)



Date: September 25, 1997

Russell D. Morris
Commissioner

Attachments

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CONTACTLIST

PUBLICATION

CONTACT

Treasury Financial Manual (TFM)

Directives Management Branch
Financial Management Service
Department of the Treasury
Room 5C16
3700 EastWest Highway
Hyattsville, MD 20782
(Telephone: 202-874-9940)

Questions/Distribution

Gladys P. Jennings

Internet

Mary Jo Lazun

Treasury Bulletin

Directives Management Branch
Financial Management Service
Department of the Treasury
Room 5C16
3700 EastWest Highway
Hyattsville, MD 20781
(Telephone: 202-874-9940)

Questions/Distribution

Karen Y. Shepard

Internet

Steve Wiley

Monthly Treasury Statement

Budget Reports Branch
Financial Management Service
Department of the Treasury
Room 5D15
3700 EastWest Highway
Hyattsville, MD 20782
(Telephone: 202-874-9880)

Questions/Distribution

Sherry Sherrod

Internet

Sandra Paylor

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**TREASURY FINANCIAL MANUAL
VOLUME I
MAIL LIST ADJUSTMENTS**

DATE: _____

TO: Directives Management Branch
Financial Management Service
Department of the Treasury
Room 5C16
3700 East-West Highway
Hyattsville, MD 20782

FUNCTION: (Circle one) Add Change Delete

AGENCY LOCATION CODE: _____

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COMMENTS/SUGGESTIONS

NAME

TELEPHONE NO.